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Quality Process Instruction Manual

Tissue Purchase Order Process Instruction

1.0 Purpose:

To describe the process of procuring supplies, reagents, equipment and contracted services in accordance with defined requirements and from approved suppliers for the recovery of tissues.

2.0 Scope:

This process applies to:

• Trillium Gift of Life Network (TGLN)

3.0 Responsibilities:

- 3.1 Inventory Assistant
- 3.2 Manager Recovery, Tissue
- 3.3 Director, Tissue
- 3.4 Vice President, Clinical Donation Services

4.0 Process:

- 4.1 Approved suppliers are selected based on the requirements outlined in Clinical Supplier Selection and Evaluation, QSP-6-1.
- 4.2 Requirements for products are defined on the Recovery Materials Qualification List.
- 4.3 When the purchase of a supply, reagent, equipment or contracted service is required, the Inventory Assistant (IA) or designate obtains a purchase order from the Finance Department.
- 4.4 The IA or designate completes the purchase order with the following information:
 - vendor name (as per the Approved Supplier List)
 - name or product number of product/service or other positive identification
 - quantity and price
 - specifications (e.g. expiry dates, requirements for certificate of analysis, other specific criteria as applicable).
 - the following clause: Where possible, the supplier of the goods or service being purchased will notify TGLN of changes in the goods or service.
- 4.5 The IA or designate obtains the approving signature(s) prior to placing an order.



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- 4.5.1 For orders with a product or service value less than \$5,000, the Recovery Manager Tissue signs the purchase order.
- 4.5.2 For orders with a product value of \$5,000 \$14,999, the Director Tissue Program must also sign the purchase order.
- 4.5.3 For orders with a product value equal or \$15,000 \$24,999, the VP Clinical Donation and Director, Finance must give final approval and also sign the purchase order.
- 4.5.4 For orders with a product value equal or \$15,000 \$24,999, the CEO must give final approval and also sign the purchase order.
- NOTE: Should any of the above signing authority staff be absent for a period of time that would jeopardize operations for the required items, the designated alternate for that position may sign in his/her place.
 - 4.6 The IA or designate will place the order with the appropriate vendor. Two copies (white and yellow) of the purchase order will be retained with the IA or designate pending receipt of the product and one copy (pink) will be forwarded as a control copy to Procurement.
 - 4.7 The IA or designate will place a photocopy of each purchase order in a binder in the receiving room.
 - 4.8 In certain instances the criticality/complexity/volume of a product or service purchased may also warrant an agreement (in addition to a purchase order) to be written between TGLN and the vendor. The agreement may include additional statements regarding pricing, quality/acceptance criteria, availability, expectation, service expectation, etc.

5.0 Records:

Record Name	Form No. (if applicable)	Record Holder	Record Location	Record Retention Time (as a minimum)
Purchase Order		Inventory Assistant	Receiving Room	16 years



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6.0 References:

- Standards for Tissue Banking, American Association of Tissue Banks, United States, 14th edition. K1.300
- Clinical Supplier Selection and Evaluation Procedure, QSP-6-1
- Tissue Recovery Material Qualification Process Instruction, CPI-9-554



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Exhibit 1: Sample Purchase Order

			THIS NUMBER MUST AP AGES, INVOICES, AND C CE NUMÉRO DOIT APPA COLIS, FACTURE ET LET DATE	CORRESPONDENC	
Ĩo	,	SHIP TO EXPÉDIER À			
		ATTN. A/S			
VIA TRANSPORT	PREPAID - EN PORT PAYÉ COLLECT - À PERCEVOIR	CONDITIONS	DATE REQUIS	ED E	
	PLEASE SUPPLY THE FOLLOWING GOODS VEUILLEZ FOURNIR LES ARTICLES SUIVA	SUBJECT TO THE CONDITIONS SPEC	JIFIED BELOW. DI-DESSOUS		
QUANTITY ITEM QUANTITÉ ARTICLE	DESCR	IPTION		PRICE PRIX	
TERMS & CONDITIONS	OF THIS PURCHASE ORDER:	CONDITIONS DU BON DE COMM	IANIDE		
 Acknowledge receipt definite ship date. Do not alter the order If shipment will be del We have the right to order value delivered on time. This order must retain 	of this order with specified prices and a r without our authorization. layed for any reason, advise us immediately. cancel this order if shipment cannot be the original prices that were quoted. our inspection and approval.	 Accusez réception de la comman d'expédition précise. Ne modifiez pas la commande sa Si l'anvoi est retardé pour une rai aviser immédiatement. Nous avons le droit d'annuler la p livré à temps. Les prix figurant dans la présente ceux initialement proposés. La marchandise doit d'abord être 	nde avec des prix détermi ans notre autorisation. iison ou pour une autre, vi présente commande si l'e a commande doivent être	reuillez nous envoi ne peut être • les mêmes que	